

Market Range Detail - Operations/Program Manager

Effective Date

September 17, 2008

Market Range Title Description

This market range title includes positions with a broad range of job duties, responsibilities and specialized experience which may be focused in any program, operational, or technical County function. Incumbents are responsible for the overall planning, management, and direction of the operations of one or more technical functions or specific programs in support of a department's mission and goals. Incumbents typically oversee a large, complex technical function or program or multiple smaller technical functions or programs. Work is typically accomplished through subordinate supervisors. Job duties vary based on assigned operational functions or programs, but typically include: establishing overall goals, strategies, and priorities; developing short and long term goals; developing and forecasting division budgets; ensuring division operations support the department's mission and goals; performing needs assessments and analyzing the effectiveness of service delivery; developing and implementing operational or program improvement, additions and changes; providing policy and regulation interpretation affecting assigned area; monitoring changes in legislation and providing recommendations for action to department management; analyzing division results and creating strategies to increase and improve results; managing and developing outreach efforts and strategies; preparing analysis reports on operations or program effectiveness and results; researching and identifying funding opportunities; leading special projects as assigned by department management; working closely with departments and other organizations regarding services and outreach to develop partnerships; presenting program services to groups. Incumbents are responsible for the development and supervision of supervisory and/or professional program staff including hiring, training, and performance management.

Market Range

Minimum Hourly Rate

\$28.75

Midpoint / Hiring Maximum

\$37.47

Maximum Hourly Rate

\$46.18

Likely Minimum Qualifications

- Bachelor's degree in field related to area of assignment
- 5 years of experience in the technical area of assignment or experience in program implementation and administration including 2 years of supervisory and/or management experience related to area of assignment
- Other combinations of education and/or experience may be considered in substitution for the minimum qualifications

Working Titles

- Air Quality Compliance Manager
- Chief Medical Investigator
- Educational Services Agency Manager
- Epidemiology & Data Services Manager
- Inmate Programs Division Manager
- Operations & Maintenance Division Director
- Program Development Manager
- Protective Services Division Director
- Sheriff Records/AFIS Commander
- Victim Services Manager
- Air Quality Monitoring Manager
- Communications Division Manager
- Enforcement Division Manager
- Food Service Manager
- Inspection Manager
- Operations Manager
- Program Manager
- Security Division Director
- Trip Reduction Program Manager
- WIC Program Manager
- Assistant Elections Director
- Diversity Manager
- Environmental Health Division Manager
- Inmate Classification Manager
- Justice System Coordinator
- Plans Examiner Manager
- Program Operations Manager
- Shelter Division Manager
- Vector Control Manager

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.